c/o GCG
P.O. Box 10543
Dublin, OH 43017-0199

JAM01000002

Sample Customer
123 Sample St
Apt 2
Dublin OH 43017-1234
US

December 1, 2017

Notice of Data Breach

Dear Sample Customer:

At JAM Paper & Envelope we value our customers and understand the importance of protecting personal information. We are writing to inform you that we recently identified and addressed a security incident that may have involved your payment card information. This notice explains the incident, measures we have taken, and some steps you can take in response.

What Happened: After receiving a report that data from payment cards used on www.jampaper.com may have been obtained by an unauthorized third-party, we began an investigation and hired a leading cybersecurity firm. On November 17, 2017, we determined that for customers who placed orders on our website from June 15, 2016 to November 6, 2017. We are notifying you because you placed an order on www.jampaper.com during this time period using a payment card ending in [xxxx].

What Information Was Involved: Information associated with the order being placed, including the customer's name, address, payment card number, expiration date and security code (CVV), may have been obtained by an unauthorized third-party.

What We Are Doing: We take the security of our customer's personal information very seriously. Once we learned of this incident, we took immediate action including initiating an internal review, engaging independent forensic experts to assist us in the investigation, and remediation of our systems, and worked with law enforcement. To help prevent this type of incident from happening again, we are continuing to take steps to strengthen the security of our website.

What You Can Do: We remind you to remain vigilant to the possibility of fraud by reviewing your account statements for any unauthorized activity. You should immediately report any unauthorized charges to your financial institution because the payment card network rules generally state that cardholders are not responsible for fraudulent charges that are timely reported. You should also review the additional information on the following page on ways to protect yourself.

For More Information: We regret that this incident occurred, and apologize for any inconvenience. If you have questions, please call 888-684-5013, Monday through Friday, from 9 a.m. to 5 p.m. Eastern Time.

Sincerely,

Randy Bond
Controller

MORE INFORMATION ON WAYS TO PROTECT YOURSELF

We recommend that you remain vigilant for incidents of fraud or identity theft by reviewing your account statements and credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111
Experian, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742
TransUnion, PO Box 2000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW
Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft